

## CALL FOR INCLUSION ON THE LIST OF REGISTERED SUPPLIERS - FREELANCE LAWYER-LINGUISTS FOR LATVIAN

6755/L/LLI/2008

**Title:** Freelance lawyer-linguists for Latvian

**Business area:** Directorate General Legal Services

**Division:** Lawyer-Linguists Division

**Section:** Legal Revision and National Law Sections

**Function:** The Lawyer-Linguists Division is responsible for implementing the ECB's linguistic regime as regards the preparation and adoption of ECB legal acts and instruments in the 23 official Community languages, for reviewing such texts for legal, linguistic and terminological consistency and for maintaining a legal terminology database.

The Division also coordinates the preparation of the ECB's opinion when the ECB is consulted on draft national legislative provisions. Furthermore, staff lawyer-linguists provide national legal expertise to the ECB and monitor relevant legal developments in their Member State.

The Division is currently seeking to expand its list of freelance lawyer-linguists and would welcome applications from qualified candidates who have a perfect command of Latvian.

Selected applicants will be added to the list and invited to tender when work opportunities arise. Freelance translation assignments are normally carried out from home but may sometimes need to be performed on the ECB's premises.

It is the intention of the ECB to use its list of registered suppliers with a view to the awarding of framework contracts in the future without publication of a notice.

**Qualifications and experience:**

Applicants must fulfil the following qualifications and experience:

- Perfect command of Latvian and excellent English.
- University degree in law or translation awarded in a Member State where Latvian is an official language.
- At least two years proven professional translation experience.
- A sound background knowledge of Community law and financial and economic affairs.
- Advanced PC skills and a practical knowledge of standard MS Office applications

**Further general qualifications:**

It would be an advantage for applicants to have the following qualifications and experience:

- Proven professional translation experience in the legal, financial or economic field;

- National legal expertise and professional experience in the legal field in the relevant EU Member State;
- Familiarity with the ECB, other EU institutions, international organisations, Latvijas Banka and/or the financial sector;
- Familiarity with a terminology management package, such as TRADOS Multiterm, and translation memory software such as TRADOS Translator's Workbench, would be an advantage.

**How to apply:**

Applications must be submitted in Latvian and in English and must include a covering letter and standardised curriculum vitae (see <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>), together with all the supporting documentation (copies of qualification certificates, proof of professional translation experience in-house or freelance, letters of reference, etc.) necessary to provide the required qualifications and experience (Incomplete applications, i.e. with no supporting documentation will not be considered). They must be addressed quoting the above reference number, to the **European Central Bank, Directorate General Legal Services, Lawyer-Linguists Division, for the attention of Sanna Rautiainen, Postfach 16 03 19, 60066 Frankfurt am Main, Germany**. Applications will not be returned.

In addition to, but not instead of, sending hard copies by mail, applications may also be sent to the following e-mail address: lawyer-linguists\_external@ecb.europa.eu

**Pre-selection procedure:**

In order to further develop its list of registered suppliers, the ECB will evaluate the applications against the qualifying criteria specified above and will send a written test to those applicants who fulfil these criteria. The names of the successful candidates (i.e. those who pass the written test) will be put on the list of registered suppliers. Inclusion on this list is no guarantee of suppliers receiving regular work from the ECB, with most regular needs being met by framework contractors.

The ECB may, at its discretion, exclude applications that do not meet the qualifying criteria, do not contain the information requested or are otherwise incomplete.

**Closing date:**

31 March 2008